

## Using the Idaho Talking Book Service Online Catalog

The online catalog (<http://webopac.klas.com/id1aopac/>) allows users to:

- Identify book and magazine titles they would like to download or request be mailed to them
- Add titles to their request list
- Link directly to BARD to download titles
- Download titles recorded by Idaho and other Talking Book libraries

Anyone can search the online catalog without being logged in, but functionality is limited. In order to use all aspects of the online catalog:

- Registered BARD users must know their email address and password; information here:  
<http://libraries.idaho.gov/page/bard>
- Users must be registered to use the online catalog and be logged in to request items be added to their request list, mailed to them, or to download locally recorded titles; contact TBS at 800.458.3271 to register

**Search function:** This function allows users to search for specific authors, titles, and subjects. To search:

- Enter the search term in the query box
- Select a specific aspect point such as author or title in the dropdown "index" box, or search by all access points
- Select your preferred way to view the identified titles in the dropdown "sort" box
- Click on search

**Browse function:** This function allows users to search sub-sections of the collection such as the most popular, recently added, and locally recorded titles. Click on “see more” below the description to see any of these sub-collections.

**Refining your search:** Once a search or browse has been completed, it can be refined by selecting any of the categories on the left hand side of the page. For example, the search can be narrowed to, downloadable or hardcopy, or recently received titles. The new results list can be further refined by selecting another category.

**Downloading titles:** Click on “Downloadable Talking Book” link under the status heading.

- If the book is in BARD, you will need to enter your BARD email address and password. Once logged into BARD, click on “continue to your download” and the identified title will be downloaded
- If the book is a locally recorded title, you must be logged into the online catalog before downloading begins. Locally recorded titles will be identified in the status column

**Requesting titles be mailed to you:**

- Sign into the online catalog by clicking on the sign-in box at the upper right hand corner of the page and entering your username and password
- Click on the title of the book you want mailed to you
- At the bottom of the page, click on “Add this item to book basket”
- Hover your mouse over any alert to see what the alert means

- Numerous titles can be added to the book basket. When done selecting titles, click on "proceed to checkout" in the book basket screen to complete ordering
- At any time you can clear the book basket of some or all of the items in it
- Note: Up to three items will be mailed at a time. More than 3 items will be added to your request list

#### **Quick Request:**

- Quick request allows you to add numerous titles to your book basket at the same time
- Click on quick request
- Enter the book numbers in the query box, one on each line
- When done entering numbers, click on the quick request button. All titles will be added to your book basket
- Note: You must be logged into the catalog to complete the request process

#### **Reviewing your account:**

- Sign into the online catalog by clicking on the sign-in box at the upper right hand corner of the page and entering your username and password
- In "your account" you can review your reading preferences and history, see how many books you have checked out and on reserve, and update your contact information

Please contact the Idaho Talking Book service at 800.458.3271 or [talkingbooks@libraries.idaho.gov](mailto:talkingbooks@libraries.idaho.gov) for more information or to report problems with the online catalog.